

# Reassignment Across Sub-Agencies

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**Movement of an employee across Sub-Agencies is defined as any personnel action taken to move an employee from the field to Headquarters, from Headquarters to the field, or from one field office to another field office.** Movement of an employee between program offices at Headquarters is not covered by this procedure since users at Headquarters have access to employees for all Sub-Agencies serviced at Headquarters. Movement across Sub-Agencies can involve any number of personnel action types from a simple reassignment to the promotion of a grade 15 to an SES position. The key to whether this procedure must be utilized is whether the employee will be serviced by a different Servicing Personnel Office.

The following steps must be completed when an employee is selected for a position in a different DOE sub-agency:

## **The gaining sub-agency will:**

- Contact the losing sub-agency to establish the effective date of the transfer.
- Establish a new position or activate an existing position in CHRIS ensuring that the effective date of the position is on or before the effective date of the employee's transfer to the new sub-agency.
- Complete the Request for Initiation of Sub-agency Transfer and fax to the HR POC of the gaining sub-agency for concurrence. This concurrence can be obtained through E-mail messages as long as all required data fields listed on the form are included in the E-mail and the E-mail request is sent to **chrisfunctional@netl.doe.gov** through the losing HR POC. There must be clear evidence in the E-mail received by the CHRIS Functional staff that the losing sub-agency concurs in the transfer.
- Verify all data entered by the CHRIS Functional staff, make changes as appropriate and finalize the action for the transfer by changing the PAR Status to "PRO".
- Print and distribute SF-50's and request the Official Personnel Folder from the losing HR office.

## **The losing sub-agency will:**

- Coordinate the effective date of the transfer with the losing supervisor and provide this date to the gaining sub-agency.
- Process all actions for the employee that will be effective prior to the date of transfer to the new sub-agency.
- Concur in the employee's release to the new sub-agency and forward this concurrence to the CHRIS Functional staff by signing the Request for Initiation of Sub-agency Transfer or through E-mail to **chrisfunctional@netl.doe.gov**.

## **The CHRIS Functional staff will:**

- Verify that all required information has been provided by the gaining sub-agency and that proper concurrence for the transfer has been obtained from the losing sub-agency.
- Enter the transfer action in CHRIS in PAR Status “REQ” following receipt of the Request for Initiation of Sub-Agency Transfer or E-mail.
- Advise the gaining sub-agency that the transfer action has been initiated in CHRIS and that it is ready to be finalized by their staff.

**REQUEST FOR INITIATION OF SUB-AGENCY TRANSFER**  
**(To be completed by gaining Sub-agency)**

**To CHRIS Functional Staff:**

The employee shown below has been selected for a position in the new DOE sub-agency referenced below. Please initiate the sub-agency transfer action in CHRIS and advise the gaining HR office when the action has been entered in “REQ” PAR Status.

Data Field	Enter Employee & Position Information Referenced in First Column
Employee's Name	
Employee's NID (SSN)	
EMPLID (If available)	
Gaining Sub-agency	
Losing Sub-agency	
Effective Date	
NTE Date (If any)	
Action	
Reason Code	
NOA Code	
Authority 1	
Authority 2 (If any)	
New Position Number	
New Official Position Title	
New Pay Plan	
New Occupational Series	
New Grade	
New Step	
New Base Pay (If Pay Plan is EJ, EK, EN, SL or ST)	
New Account Code	

Action concurred by:

**HR POC/Personnel Specialist (Gaining Sub-agency):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**HRPOC/Personnel Specialist (Losing Sub-agency):**

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Signature

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Date

